

Leave

Pro Rata Leave Accruals

Fractional Pay Periods - When an employee's service is interrupted by a non-leave earning period, leave is earned on a pro rata basis for each fractional pay period that occurs within the continuity of employment (5 CFR 630.204).

The following table should be used as a guide in determining the amount of pro rata credit for leave:

| Fractional Pay Periods | | | |
|---------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|
| Biweekly Pay Period Workdays | Hourly Accrual Rate Category 4 | Hourly Accrual Rate Category 6 | Hourly Accrual Rate Category 8 |
| 1 | 1 | 1 | 1 |
| 2 | 1 | 1 | 2 |
| 3 | 1 | 2 | 2 |
| 4 | 2 | 2 | 3 |
| 5 | 2 | 3 | 4 |
| 6 | 2 | 4 | 5 |
| 7 | 3 | 4 | 6 |
| 8 | 3 | 5 | 6 |
| 9 | 3 | 5 | 7 |
| 10 | 4 | 6 | 8 |